

# ACADEMIC COUNCIL

January 25, 2024

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, L. Bird, K. D'Ambrisi, M. Grahl, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, D. Schoenenberger, E. Schwartz

*Minutes taken by L. Bird*

### Reflection

“Perplexity is the beginning of knowledge” ~ Khalil Gibran

### December 14 Minutes

Not available – will be approved at the next meeting

### Dean of Distance Learning Update

- Master Classrooms for General Education Courses
  - Reminder of Dr. Klauber’s slide in master classroom in D2L site
  - Contact Dean Beache if a copy is needed
  - Concerns should go to Dean Beache – not instructional designers
- Update and Reminder for Inclusive Access
  - Inclusive Access is moving to the Campus Store
  - New adoption services with training on January 31 and February 1
- Spring '24 Faculty Meetings
  - Linda wants to discuss planning for spring faculty meetings (at division level)
  - Emailing link to divisions for completion of a form so it will be known when meetings will be scheduled
  - Deadline is March 1
  - Can be held anytime between May and June

### Dean of Planning and Institutional Effectiveness Update

- 23/FA Course Evaluations just Distributed
- Grade Reports
  - Over 400 ECAP grades were missing – has since been reduced
  - Random students that do not have grades because student never attended
  - Student(s) that did not attend will need to run appeal process
  - Consider changing ECAP designator to ECAP-HS
  - ECDP students have been in program (FT)
  - STEM and ECAP humanities/arts degree program students managed by B. Starliper and K. Smith
- Middle States
  - Moving along
  - K. Benchoff is starting to draft chapters
- Governance Council
  - Meeting on Friday – agenda will be sent
  - Ad hoc committee clarifying Shared Governance process
  - Reviewing faculty serving on committees; will send details to Dr. Schwartz and division directors
  - Directors to have conversations in division meetings
  - Set deadline for submission

- Surveys
  - Workshop week survey open until next week (37 responses); confidential; remind faculty
  - Faculty staff surveys
  - Student Services surveys

### **Faculty Assembly Chair Update**

- Not a lot to report as January meeting was cancelled due to MLK activities
- Next Faculty Assembly meeting is in February

### **Academic Affairs Reporting Changes**

- Title III reports to Dean Beache
- ECAP reports to Interim Schoenenberger
- Library reports to Director Grahl
- Working with outcomes – Dr. Ranalli

### **Promotion and Tenure Timeline Reminder**

Directors were asked to be mindful of Promotion and/or Tenure timeline

### **Program Review Reminder**

- Interim VP Schoenenberger reviewed the following parameters for upcoming program reviews using Food for Thought catering guide:
  - Breakfast: Division Director, Evaluator, Program Coordinator OR Lead Faculty (3 people total)
    - Option #2 from the Grill: Assorted Pastries, coffee and water
  - Lunch: Evaluator and a maximum of 4 students (5 people total)
    - Option #1 from the Grill: Boxed Lunches (sandwich [meat and vegetarian options available], side dish or chips, cookies, drink)
- Try to keep to schedule as best as we can
- In May – all directors should meet; then give feedback about process; include Dr. Ranalli

### **24/FA Scheduling**

- Not putting in classrooms or buildings at SECT level
- Need to be cautious about labs – especially computer labs due to availability
- Currently some conflicts with events; Interim VP Schoenenberger will investigate
- Credit classes take priority
- Office associates and S. Elliott will be invited to the next directors meeting

### **Updated Course Fees**

- Being reviewed by Interim VP Schoenenberger
- Director will be contacted if reason for increase is not found in justification

### **Honors Convocation Modifications**

- Many changes for 2024
- Invitations will be emailed – RSVPs collected electronically
- Only 200 programs will be printed – QR code available
- Only graduates will be recognized

### **Ad Astra Update**

- Software funding – hoping it will be funded by Title III grant
- Appears as though first year will be paid and possibly some of the second year; once purchased, will be too late for 24/FA – probably ready for 25/SP

### **Blueprint Update**

- Final grades update
- Directors to check courses as time permits to ensure they have the minimum for blueprint
- Checklist for faculty liaison for next time – Blueprint meeting
- MOU will be discussed at planning committee meeting

### **Positions / Vacancies**

- Full-time Faculty Positions
  - Few applicants for Business position
  - Diagnostic Medical Sonography and Medical Laboratory Technician Program positions remain open
- Management Information Specialist - Adult Literacy Services position opening

### **Other /Announcements**

- Next meeting will be February 8, 2024 from 9-11 am in STC-182
- MLT Program accrediting body will allow HCC to submit self-study (prior to April 1) and students can take national exam

### **Future Meetings**

February 8, 2024  
February 22, 2024

March 7, 2024  
March 21, 2024

April 4, 2024  
April 18, 2024